

# CENTRA COLLEGE OF NURSING

## CATALOG & STUDENT HANDBOOK

### **Spring 2019 ADDENDUM:**

Tuition and Fees  
Academic Calendars

**Primary Location:**

Centra College of Nursing  
905 Lakeside Drive, Suite A  
Lynchburg, VA 24501  
Phone: 434.200.3070  
Fax: 434.200.5239  
[www.centracollege.edu](http://www.centracollege.edu)

**Branch Location:**

Centra College of Nursing (Nurse Aide Education Program)  
Bedford Memorial Hospital  
1613 Oakwood Street  
Bedford, VA 24523  
Phone: 540.425.7526

This handbook is designed to provide students with information about the programs of study at Centra College of Nursing ("College"). It sets forth, in general, how the College operates but the College reserves the right to change policies and procedures without notice. This handbook is not intended to be and should not be regarded as a contract between the College and any student or other person. Students are held responsible for knowing the information contained in the Catalog & Student Handbook. Failure to read or comply with the Handbook will not excuse the student from accountability. Changes are communicated via the website and MOODLE.

## TUITION

### Payment of Tuition and Fees

Payment is due by the first day of each term. Centra College of Nursing reserves the right to make changes in tuition and other fees as deemed necessary without prior notice. Any change will apply to currently enrolled students as well as new students. Students may attend class at the beginning of each term after tuition and expenses are paid in full or participating in an Installment Payment Plan (IPP).

### Tuition Refund

Three-Day Cancellation: An applicant who provides written notice of cancellation within three (3) business days, excluding weekends and holidays, of executing the enrollment agreement is entitled to a refund of all monies paid.

Other Cancellations: An applicant requesting cancellation more than three (3) days after executing the enrollment agreement, but prior to the first day of class is entitled to a refund of the tuition minus \$100 and excluding the non-refundable fees\* to cover expenses in connection with processing.

### Tuition

A student who enters college but withdraws during the first  $\frac{1}{4}$  (25%) of the term is entitled to receive as a refund 50% of the stated cost of the course, not to include non-refundable fees. \*

A student who enters college but withdraws after completing  $\frac{1}{4}$  (25%), but less than  $\frac{1}{2}$  (50%) of the term is entitled to receive as a refund 25% of the stated cost of the course, not to include non-refundable fees. \*

A student who withdraws after completing  $\frac{1}{2}$  (50%), of the term is entitled to no refund for the period.

Transcripts will not be issued for a student who owes money to the College for any reason. Students are not entitled to a refund from the College if the policy for withdrawal is not followed or in the event of dismissal.

\*Non-refundable fees include: application, registration, background check, activity, technology, course material, graduation and review fees. NCLEX Resources and Textbook Bundles with accompanying online resources are not refundable by the college.

### Failure to Meet Financial Obligation

Students who fail to meet their financial obligations to the College or to make appropriate arrangements with the Dean may not be permitted to continue in the Centra College of Nursing. Withdrawal from the College will not be considered complete nor will transcripts or references be issued until all financial obligations to the College are met.

Please refer to the Centra College of Nursing Catalog and Student Handbook for detailed financial aid information.

**Projected Program Costs for Cohorts Starting Spring 2018:  
REGISTERED NURSE TO BACHELOR OF SCIENCE IN NURSING**

The Projected Total Cost of the Registered Nurse to Bachelor of Science in Nursing

TUITION:	<u>\$ 22,500.00</u>
REGISTRATION FEE (Non-refundable):	<u>\$ 100.00</u>
BACKGROUND CHECK/DRUG SCREEN*: (Applicable for only Non Centra Nurses if any practicum hours within a Centra Facility) (Non-refundable)	<u>\$ 45.00</u>
BOOKS/SUPPLIES (ESTIMATE) & (Non-refundable):	<u>\$ 85.00</u>
MISC. EXPENSES (technology and graduation fees) (Non-refundable)	<u>\$ 1000.00</u>
<b>PROJECTED TOTAL COST**:</b>	<b><u>\$ 23,730.00</u></b>

**ASSOCIATE DEGREE IN NURSING PROGRAM**

The Projected Total Cost of the Associate Degree in Nursing Program

TUITION:	<u>\$ 19,984.54</u>
CVCC TUITION (Directly paid to CVCC)*:	<u>\$ 2,096.25</u>
PREREQUISITE COURSES (Directly paid to CVCC)*:	<u>\$ 2,096.25</u>
REGISTRATION FEE (Non-refundable):	<u>\$ 100.00</u>
BACKGROUND CHECK/DRUG SCREEN (Non-refundable):	<u>\$ 45.00</u>
TEXTBOOKS/SUPPLIES (ESTIMATE) & (Non-refundable)*:	<u>\$ 1,850.00</u>
UNIFORMS (Non-refundable):	<u>\$ 175.00</u>
MISC. EXPENSES (activity, technology, course materials, , and graduation fees) (Non-refundable):	<u>\$ 2050.00</u>
NCLEX RESOURCE LEARNING SYSTEM (Non-refundable)*:	<u>\$ 600.00</u>
PREDICTOR EXAMS – ONLINE REVIEW (Non-refundable):	<u>\$ 270.00</u>
<b>PROJECTED TOTAL COST**:</b>	<b><u>\$ 29,267.04</u></b>

**PRACTICAL NURSING PROGRAM:**

The Projected Total Cost of the Practical Nursing Program:

TUITION:	<u>\$ 8,965.11</u>
CVCC TUITION (Directly paid to CVCC)*:	<u>\$ 972.34</u>
PREREQUISITE COURSES (Directly paid to CVCC)*:	<u>\$ 0.00</u>
REGISTRATION FEE (Non-refundable):	<u>\$ 100.00</u>
BACKGROUND CHECK/DRUG SCREEN (Non-refundable):	<u>\$ 45.00</u>
TEXTBOOKS/SUPPLIES (ESTIMATE) & (Non-refundable)*:	<u>\$ 1300.00</u>
UNIFORMS (Non-refundable):	<u>\$ 175.00</u>
MISC. EXPENSES (activity, technology, course materials, , and graduation fees) (Non-refundable):	<u>\$ 1,562.50</u>
NCLEX RESOURCE LEARNING SYSTEM (Non-refundable)*:	<u>\$ 420.00</u>
PREDICTOR EXAMS – ONLINE REVIEW (Non-refundable):	<u>\$ 210.00</u>
<b>PROJECTED TOTAL COST**:</b>	<b><u>\$ 13,749.95</u></b>

**NURSE AIDE EDUCATION PROGRAM:**

The Projected Total Cost of the Nurse Aide Education Program:

TUITION:	<u>\$ 800.00</u>
BACKGROUND CHECK/DRUG SCREEN (Non-refundable):	<u>\$ 35.00</u>
UNIFORMS (Non-refundable):	<u>\$ 70.00</u>
MISC. EXPENSES (NNAAP Exam Fee) (Non-refundable):	<u>\$ 120.00</u>
Course Workbook:	<u>\$ 45.00</u>
<b>PROJECTED TOTAL COST**:</b>	<b><u>\$ 1,070.00</u></b>

\*Payments are made directly by student to CVCC for pre-requisite courses and general education courses within the programs.

\*Payments are made directly by student to the current NCLEX Resource Learning System Centra College of Nursing is using at time of enrollment.

\*CCON bills students for Textbook Bundles (includes HESI Case Studies, Clinical Skills Videos and Nursing Concepts Online for RN), not supplies or devices (purchased by student directly, not through CCON)

\*\*Projected Program Tuition does not include the cost of licensure examination fees for profession, required prerequisite courses, any financial aid scholarships or discount programs that student may qualify for.

## Academic Calendars

### Centra College of Nursing: RN-BSN Online Program Academic Calendar Fall 2018 – Summer 2019

Fall Semester 2018		
1 <sup>st</sup> 8 weeks	Classes Begin	Monday, August 27
	Last Day to Receive 50% Tuition Refund	Wednesday, September 5
	Last Day to Receive 25% Tuition Refund Last Day to Withdraw without Grade Penalty	Tuesday, September 18 Tuesday, September 18
	Classes End/Final Exams	Sunday, October 14
2 <sup>nd</sup> 8 weeks	Classes Begin	Monday, October 15
	Last Day to Receive 50% Tuition Refund	Thursday, October 25
	Last Day to Receive 25% Tuition Refund Last Day to Withdraw without Grade Penalty	Friday, November 9 Friday, November 9
	Classes End/Final Exams	Sunday, December 9
Spring Semester 2019		
1 <sup>st</sup> 8 weeks	Classes Begin	Monday, January 14
	Last Day to Receive 50% Tuition Refund	Thursday, January 24
	Last Day to Receive 25% Tuition Refund Last Day to Withdraw without Grade Penalty	Thursday, February 7 Thursday, February 7
	Classes End/Final Exams	Sunday, March 10
2 <sup>nd</sup> 8 weeks	Classes Begin	Monday, March 11
	Last Day to Receive 50% Tuition Refund	Thursday, March 21
	Last Day to Receive 25% Tuition Refund Last Day to Withdraw without Grade Penalty	Thursday, April 4 Thursday, April 4
	Classes End/Final Exams	Sunday, May 5
Summer Semester 2019		
1 <sup>st</sup> 8 weeks	Classes Begin	Monday, May 13
	Last Day to Receive 50% Tuition Refund	Thursday, May 23
	Last Day to Receive 25% Tuition Refund Last Day to Withdraw without Grade Penalty	Thursday, June 6 Thursday, June 6
	Classes End/Final Exams	Sunday, July 7
2 <sup>nd</sup> 8 weeks	Classes Begin	Monday, June 24
	Last Day to Receive 50% Tuition Refund	Thursday, July 4
	Last Day to Receive 25% Tuition Refund Last Day to Withdraw without Grade Penalty	Thursday, July 18 Thursday, July 18
	Classes End/Final Exams	Friday, August 16

**Centra College of Nursing: Associate Degree in Nursing Program  
Academic Calendar Fall 2018—Spring 2019**

<b>Fall Semester 2018</b>		
	Classes Begin	Monday, August 20
	No Classes (Labor Day)	Monday, September 3
	Last Day to Receive 50% Tuition Refund	Monday, September 17
	No Classes (Fall Break)	Mon-Tues October 15-16
	Last Day to Receive 25% Tuition Refund Last Day to Withdraw without Grade Penalty	Tuesday, October 16 Tuesday, October 16
	No Classes (Thanksgiving)	Wed-Fri, November 21-23
	Classes End	Monday, December 10
	Final Exams	Tues-Thurs, December 11-13
	Graduation (Tentatively)	Friday, December 14, 2018
<b>Spring Semester 2019</b>		
	Classes Begin	Monday, January 14
	No Classes (Martin Luther King Jr. Day)	Monday, January 21
	Last Day to Receive 50% Tuition Refund	Monday, February 11
	No Classes (Spring Break)	Mon-Fri, March 11 – 15
	Last Day to Receive 25% Tuition Refund Last Day to Withdraw without Grade Penalty	Tuesday, March 12 Tuesday, March 12
	Classes End	Monday, May 6
	Final Exams	Tues-Thurs, May 7-9
	Graduation (Tentatively)	Friday, May 10, 2019

**Centra College of Nursing: Practical Nursing Program  
Academic Calendar Fall 2018 – Summer 2019**

<b>Fall Semester 2018 – A Schedule</b>		
NUR 115 NUR 116  16 week Course Schedule	Classes Begin	Monday, August 20
	No Classes (Labor Day)	Monday, September 3
	Last Day to Receive 50% Tuition Refund	Friday, September 14
	No Classes (Fall Break)	Mon-Tues October 15-16
	Last Day to Receive 25% Tuition Refund	Monday, October 15
	Last Day to Withdraw without Grade Penalty	Monday, October 15
	No Classes (Thanksgiving)	Wed-Fri, November 21-23
	Classes End	Monday, December 10
Final Exams	Tues-Wed, December 11-13	
<b>Fall Semester 2018 – B Schedule</b>		
PNSG 300 PNSG 301  13 week Course Schedule	Classes Begin	Monday, August 27
	No Classes (Labor Day)	Monday, September 3
	Last Day to Receive 50% Tuition Refund	Monday, September 17
	No Classes (Fall Break)	Mon-Tues October 15-16
	Last Day to Receive 25% Tuition Refund	Wednesday, October 10
	Last Day to Withdraw without Grade Penalty	Wednesday, October 10
	Classes End	Tuesday, November 20
	No Classes (Thanksgiving)	Wed-Fri, November 21-23
Final Exams	Mon-Wed, November 26-28	
<b>Spring Semester 2019 – A Schedule</b>		
NUR 115 NUR 116  16 week Course Schedule	Classes Begin	Monday, January 14
	No Classes (Martin Luther King Jr. Day)	Monday, January 21
	Last Day to Receive 50% Tuition Refund	Monday, February 11
	No Classes (Spring Break)	Mon-Fri, March 11-15
	Last Day to Receive 25% Tuition Refund	Tuesday, March 12
	Last Day to Withdraw without Grade Penalty	Tuesday, March 12
	Classes End	Monday, May 6
	Final Exams	Tues – Thurs, May 7- 9
<b>Spring Semester 2019 – B Schedule</b>		
NUR 125 NUR 126  13 week Course Schedule	Classes Begin	Monday, January 14
	No Classes (Martin Luther King Jr. Day)	Monday, January 21
	Last Day to Receive 50% Tuition Refund	Monday, February 4
	Last Day to Receive 25% Tuition Refund	Wednesday, February 27
	Last Day to Withdraw without Grade Penalty	Wednesday, February 27
	No Classes (Spring Break)	Mon-Fri, March 11-15
	Classes End	Friday, April 12
	Final Exams	Mon-Wed, April 15-17
<b>Summer Semester 2019</b>		
NUR 125 NUR 126 or NUR 135 NUR 136  13 week Course Schedule	Classes Begin	Monday, May 13
	No Classes (Memorial Day)	Monday, May 27
	Last Day to Receive 50% Tuition Refund	Tuesday, June 4
	Last Day to Receive 25% Tuition Refund	Thursday, June 27
	Last Day to Withdraw without Grade Penalty	Thursday, June 27
	No Classes (Summer Break)	Mon-Fri, July 1-5
	Classes End	Friday, Aug 9
Final Exams	Mon-Thurs, Aug 12-15	

**Centra College of Nursing  
2019 Nurse Aide Program Academic Calendar**

<b>January 2019</b>		
CCON & BMH	Nurse Aide Program Orientation	December 5, 2019
	Classes Begin	Monday, January 7, 2019
	Last Day to Receive 25% Tuition Refund	Monday, January 14, 2019
	Last Day to Receive 50% Tuition Refund	Monday January 22, 2019
	Classes End	Friday February 8, 2019
<b>February 2019</b>		
CCON & BMH	Nurse Aide Program Orientation	Friday February 2, 2019
	Classes Begin	Monday, February 25, 2019
	Last Day to Receive 25% Tuition Refund	Monday, March 4, 2019
	Last Day to Receive 50% Tuition Refund	Wednesday, March 12, 2019
	Classes End	Friday, March 29, 2019
<b>April 2019 *Only offered at CCON*</b>		
	Nurse Aide Orientation	Friday March 15, 2019
	Classes Begin	Monday, April 15, 2019
	Last Day to Receive 25% Tuition Refund	Monday April 22, 2019
	Last Day to Receive 50% Tuition Refund	Tuesday April 30, 2019
	Classes End	Tuesday May 14, 2019
<b>June 2019</b>		
CCON & BMH	Nurse Aide Program Orientation	Friday May 3, 2019
	Classes Begin	Monday, June 3, 2019
	Last Day to Receive 25% Tuition Refund	Monday, June 10, 2019
	Last Day to Receive 50% Tuition Refund	Tuesday, June 18, 2019
	No Class -Independence Day Holiday	Thursday July 4, 2019
	Classes End	Friday July 5, 2019
<b>July 2019 * Only offered at CCON*</b>		
	Nurse Aide Orientation	Friday June 14, 2019



	Classes Begin	Monday, July 8, 2019
	Last Day to Receive 25% Tuition Refund	Monday July 15, 2019
	Last Day to Receive 50% Tuition Refund	Tuesday July 23, 2019
	Classes End	Friday August 9, 2019
<b>August 2019</b>		
CCON & BMH	Nurse Aide Orientation	Friday July 19, 2019
	Classes Begin	Monday August 19, 2019
	Last Day to Receive 25% Tuition Refund	Monday, August 26, 2019
	No Class- Labor Day Holiday	Monday September 2, 2019
	Last Day to Receive 50% Tuition Refund	Tuesday September 3, 2019
	Classes End	Friday September 20, 2019

**Centra College of Nursing  
2019 Nurse Aide Program Academic Calendar- continued**

<b>September 2019 *Only offered at CCON*</b>		
	Nurse Aide Program Orientation	Friday August 30, 2019
	Classes Begin	Monday, September 30, 2019
	Last Day to Receive 25% Tuition Refund	Monday, October 7, 2019
	Last Day to Receive 50% Tuition Refund	Tuesday October 15, 2019
	Classes End	Friday November 1, 2019
<b>November 2019</b>		
CCON & BMH	Nurse Aide Program Orientation	Friday October 11, 2019
	Classes Begin	Monday, November 11, 2019
	Last Day to Receive 25% Tuition Refund	Monday, November 18, 2019
	Last Day to Receive 50% Tuition Refund	Tuesday, November 26, 2019
	No classes-Thanksgiving Break	November 28-29, 2019
	Classes End	Friday December 13, 2019